

**STATE OF GEORGIA**  
**RECORDS RETENTION SCHEDULE APPLICATION**

Sheet: 1 of 2  
Schedule #: 99-0023  
Effective Date: 06/17/1999

(Agency use)

(Archives use)

**Date Sent:** June 7, 1999

**Date**  
**Received:** June 7, 1999

**Agency**  
**Control No.:** 99-0023

**Agency Code:** 0484

**Control No.:** 990517-01

**Applicant**  
**Address:** Department of Transportation  
# 2 Capitol Ave  
Atlanta, GA 30334

**Phone:** 404-656-5262  
**FAX:**  
**Email:**

**Creating**  
**Office:** Central Training Office  
**Address:** 276 Memorial Drive  
Atlanta, GA 30303

**Phone:** 404-656-5181  
**FAX:** 404-657-5193  
**Email:**

**Administrator:** Jim Davis, Training Director

**Phone:** 404-653-7451  
**FAX:** 404-657-5193  
**Email:** jim.davis@dot.state.ga.us

**Application**  
**Type:** New

**Class:**

**Series Title:** Training Records: Course Files and Monthly Training Report Files

**Dates of**  
**Series:** 1994 – [Ongoing]

**Access:** Open

**Function**  
**Documented:** The Central Training Office is the principle location for training and staff development. Its major mission is planning, developing and implementing in-service competency development for all levels of Department personnel. Training activities include classroom instruction, computer training, seminars and workshops, using Department and non-Department instructors, at this and other locations including Districts (programs coordinated/initiated by District Training Office) and some non-state-owned facilities.

**Consists of:** "Course Files": contain documents relating to course development, nominees, attendees, course content, location, instructors, costs and billing, and dates of individual courses. Course files are created in Districts and in the Central Training Office. Course files created in the Districts are not forwarded to the Central Office. "Monthly Training Report": contains records of all training received by individual employees. This report is created in each Office in the Metro area and in each District, then forwarded to the Central Office.

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The Central Office is the designated housing location for Monthly Training Reports. Districts and Offices create the record then forward it, retaining a copy for administrative use.

**Media:** Course Files and Monthly Training Reports are paper; Training Reports to be electronic with the adoption of PeopleSoft in 1999/2000.

**Arrangement:** Course Files: Chronologically by course name, month and year;

Monthly Training Reports: Filed in the central office by district/office, month and year.

**Indexed by:** Monthly Training Reports are indexed by employee name. Course files are not consistently indexed.

**Retention Requirement:**

**State Law or Regulation:**

**Federal Law or Regulation:**

**Audit Period:** Three (3) years [Federal Highway Procedures Manual (FHPM) Vol. 1 Chapter 6, Section 2]

**Administrative Need:** Five (5) years

**Cutoff Event:** Calendar Year

**Total**

**Retention:** Five (5) years

*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

**Authorized by:**

  
Bill Dunn, Personnel Director

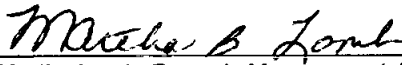
6/16/99  
Date

**Concur:**

  
Jim Davis, Training director

6-16-99  
Date

**Submitted by:**

  
Martha Lamb, Records Management Analyst

6-16-99  
Date

*The State Records Committee approves this recommended retention period for the named records series by the named creating office.*

**Signed:**

  
Edward Weldon, Secretary of State Designee

6/23/99  
Date

0484-990517-011

**STATE OF GEORGIA**  
**STORAGE REFERENCE AND DISPOSITION PLAN**  
**RESOURCE IMPACT PROJECTION**

Sheet #: 1 of 1

Authorizing Schedule #: 99-0023

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Control No.: 990517-01

Series Title: Training Records: Course Files and Monthly Training Reports, 1994 - [Ongoing]

Current  
Accumulation: 50 cu. ft.

Annual  
Accumulation: 10 cu. ft.

Reference  
Activity: 1 or 2 times first year, seldom if any after first year.

Series  
Inventory:

Storage  
Containers: 1 cu. ft. boxes

Special Storage  
Conditions: None

**Proposed Disposition Instructions:**

Cut off records of series: At end of each calendar year, place in inactive file

Hold: Course Files: General Office - Five (5) years  
District Office - Five (5) years

Monthly Training Reports: General Office - Five (5) years  
District Office - One (1) year

Then: Destroy

*The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.*

Signed: Jim Davis  
Jim Davis, Training Director

6-16-99

Date

Submitted by: Martha B Lamb  
Martha Lamb, Records Management Analyst

6-16-99

Date

*The Office of Secretary of State, Department of Archives and History, agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity, or required storage conditions may require a renegotiated storage and reference agreement.*

Accepted by: Edward Weldon  
Edward Weldon, Secretary of State Designee

6/23/99

Date

0484-990517-01RIP